G. R. S. IX-5]

Previous references.

/

1917-18

(Gen: Secs:)

File No. 17-17.

Serial Nos. 6

Later references.

Preserve

Mr 11.11.43

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 6

Part B for April 1918

SUBJECT.

Office Memoranda & Circulars relating to the office procedure of the Genl & Rev: Secs:

&C 6. G. Sec. No: G. 13396 dt 1-4-1918.

Issues instructions re the necessity of maintaining a record of overtime work done by the officials of the G.R.S.

To. The Fd: Secy:
" Rev: Secy:
" Secy: E & A.
" Joint Secy: Secy: Dept:

No. G: 13568-71 dt 4-4-1918.

Forwards for perusal a copy of the above with its enclosure.

WD 88—GPB—50,000—24-7-16

Memo 9-4-18 MM

G. R. S. 11] 1917.— 18

GENERAL AND REVENUE SECRETARIAT.

(G-Gn.)

NOTES.

File No. 17-17

FILE HEADING.

Office memoranda & circulars relating to the office procedure of the G. R. S.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

P T. 6

G. & R. File No. 17-17

MEMO.

With a view to keep a record of the overtime work done in office by the officials of General and Revenue Secretariat outside office hours or on Sundays and other holidays, it is proposed to open a consolidated register with effect from 1st April 1918 in the annexed form.

2. The Registrar will be kept on a table in the cash section to be readily available to the officials of all Branches and sections for entries being made at the end of each day.

3 The entries will be verified by the Registrar every day ~~and extracts~~ and extracts concerned put along with monthly late attendance reports and proposals for the grant of annual increments for consideration.

Chief Sec / 18/3

4 A sheet in the form may be kept by each supdt & handed over every week (on Saturday or Monday noon) to the Regr who may compile them into a regr for each month or so.

5 The Supdt shd initial each entry & the Regr may verify once a week.

6 Less than half an hour need not be taken into a/c.

7 Please show to Hs VM Fleming for his opinion also.

CM 20/3

S Under Secy (VM) / Hs 20/3

8 I think that, if properly maintained, this will be a very useful record.

VM 20/3

Regr / 10

Put up a draft office memo. Hs 24/3.

MK.

ND 1283—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | G.-Gr. File No. 17 of 1917.—W

Serial No.

11
A typed draft G.Gr. is put up & submd.

S.Gr.
21/3/18
Chief Secy

Bn.
21/3

12
Issue
sd/
31/3/18
Bn.

6 G.M. No. G. 13,396 of 1st April 1918
Issues instructions in the matter of maintaining a record of overtime work done by the officials of the G.R.S.

To
The Hind. Secretary
" Revenue Secretary
" Secy., L.D. & A.
" Joint Secretary, Drug. Dept

No. G. 13568-71 of 4.4.1918.
Forwards for personal use copy of the above with its enclosure

Para. 14
May be recorded

S.Gr.
8/4/18

GEN. & REV. SECRETARIAT V GENERAL 6-APR. 1918

NOTE—Contn. sheet.

In G 13396 / G.Oor. 17-17-6 (4

50 copies

Draft for approval

dated 1st April

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue

Secretariat.

Office Memorandum

As it is cohsidered desirable to keep a record of the overtime work done in Office by the officials of the General and Revenue Secretariat outside Office hours or on Sundays and other holidays, the following instructions are issued in the matter:—

A sheet in the annexed form will be kept by each Superintendent and handed over every week (on Saturday evening or Monday morning) to the Registrar, who will compile the collected sheets into a register for each month.

2. The Superintendent should initial each entry and the Registrar will verify the entries once a week.

3. Less than half an hours overtime work will not be taken into account.

By Order,

31/3/08

Chief Secretary to Govt:

DFT)
S.O.
21/3

Printed copies issued on 4/4/08

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G. 13396/G. M. 17-17-6, Bangalore Dated 1st April 1918.

OFFICE MEMORANDUM

As it is considered desirable to keep a record of the over-time work done in Office by the officials of the General and Revenue Secretariat, outside Office hours or on Sundays and other holidays, the following instructions are issued in the matter:—

1. A sheet in the annexed form will be kept by each Superintendent and handed over every week (on Saturday evening or Monday morning) to the Registrar, who will compile the collected sheets into a register for each month.

2. The Superintendent should initial each entry and the Registrar will verify the entries once a week.

3. Less than half an hour's over-time work will not be taken into account.

By Order,

Chief Secretary to Government.

GRSM.575

G 13568-71 One G. Or. 17 — 17

GENERAL AND REVENUE SECRETARIAT

DATED, Bangalore the 4th April 1918.

Dear Sir,

I am desired to forward herewith for your kind perusal a copy of O.M.No. M. 13396/G.M.17-17-6 dated the 1st April 1918, regarding the maintenance of a record of overtime work done by the officials of the General and Revenue Secretariat.

Yours sincerely,

(Draft) S.A.

Rc. 4/4.

To

The Finl. Secy.,
Rev: Secy.
" Secy., S. D. A.
" Joint Secy., Orig. Dept.